

Capital Planning Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Capital Planning Committee is established by the Vice-Chancellor on the recommendation of the Vice-Chancellor's Leadership Team.

Section 2 - Purpose

(2) The purpose of the Capital Planning Committee is to provide broad and strategic oversight of Charles Sturt University's (the University's) Capital Management Plan for campus infrastructure projects including Minor Works programs and Information and Communication Technology (ICT) capital expenditures.

Section 3 - Glossary

(3) Under the University's capitalisation policy, capital equipment comprises those items where the acquisition cost is greater than \$10,000 and in regards to infrastructure and construction related assets, cost greater than \$100,000. For the purposes of the Capital Planning Committee, capital will refer to activities funded under Fund codes A405 (Infrastructure) and A108 (ICT) for the thresholds applicable within the Accounting Capitalisation Policy.

(4) The Capital Management Plan is overseen by the Capital Planning Committee which has cross-University representation and is chaired by the Chief Financial Officer.

Section 4 - Scope

(5) The Capital Planning Committee scope will include all activities proposed for funding under the capital program for major infrastructure, ICT and Minor Works activities as defined above, including property and the proposed disposal/retirement of major infrastructure assets. ICT capital funding includes provision of ICT infrastructure; licensing, maintenance and associated costs in the implementation of ICT infrastructure or equivalent Internet based virtual services.

(6) The Capital Planning Committee will also provide advice to the University's Planning and Strategy Group (PSG) and to the Finance, Audit and Risk Committee of University Council as appropriate on such matters as the following:

- a. the development of the Infrastructure Sub-Plans that will support the overall University Strategy;
- b. the planning and strategic development of ICT services across the University, excepting ISIPGC governed projects; and
- c. the proposed five-year University Capital Management Plan and progress against the Plan.

(7) The Capital Planning Committee will balance governance and oversight of capital expenditure in the Division of Facilities Management (DFM) and Division of Information Technology (DIT) against the responsibility and role of the

respective Executive Directors for those Divisions to provide leadership, advice and drive in the strategic allocation and management of these funds.

Section 5 - Membership

(8) The regular members of the Capital Planning Committee shall be:

- a. Chief Financial Officer as Chair;
- b. Executive Director, Division of Facilities Management;
- c. Executive Director, Division of Information Technology;
- d. Chief Financial Officer;
- e. Executive Dean (to be nominated by Deputy Vice-Chancellor (Academic));
- f. Pro Vice-Chancellor (Learning and Teaching)
- g. Director, Research; and
- h. Dean of Students.

(9) The Capital Planning Committee will be serviced by the Chief Financial Officer Executive Officer.

(10) A regular member may appoint another person to attend a meeting or meetings on their behalf, or to act on their behalf for a specified timeframe. A person so appointed will be deemed to be a regular member of the Committee for the specified time and may vote as a regular member.

Section 6 - Conduct of Meetings

(11) A quorum shall be five regular members of the Capital Planning Committee.

(12) Approximately four meetings will be held annually.

(13) Where approvals are required between meetings due to criticality or urgency of decision required, the Executive Director, Division of Information Technology or Executive Director, Division of Facilities Management may seek the approval of the Chief Financial Officer to address such issues via 'flying minute' with the Committee.

Section 7 - Terms of Reference

(14) The Capital Planning Committee has and may exercise the following functions for and on behalf of the University:

- a. to receive submissions via the Division of Facilities Management and Division of Information Technology (as applicable) for proposed works and develop criteria and assess against these for the determination of priorities against the University Strategy and other Master Plans;
- b. to develop a comprehensive Capital Management Plan for recommendation to the Planning and Strategy Group and for approval by the Finance, Audit and Risk Committee for major infrastructure works, ICT capital and related maintenance, licensing, data storage services and support expenditures and Minor Works programs;
- c. to make recommendations to the Finance, Audit and Risk Committee for the application of funds, in accordance with funding made available to the Capital Planning Committee for ICT capital and campus infrastructure expenditures;
- d. to review measures and oversight progress of all capital program projects where the project value exceeds \$3M to include (but not be limited to) the following activities:
 - i. monitor expenditure against budget or business cases;

- ii. assess value-for-money outcomes, including construction versus consultant costs and monitor the expected delivery of project benefits and downstream improvements;
 - iii. ensure project completion in accordance with established schedules;
 - iv. ensure stakeholder functional requirements have been accommodated;
 - v. identify risks within programs or impacts elsewhere for the University;
 - vi. ensure compliance with funding contractual requirements (e.g. Student Services Amenities Fees [SSAF] and other government funds); and
 - vii. advise regarding impacts on other University Strategy Sub-Plans (e.g. Sustainability);
- e. to consider project variations (>5 per cent) and make recommendations for adjustment within the overall plan or other funding to the Finance, Audit and Risk Committee;
 - f. for major capital works (>\$15M) monitor progress against milestones;
 - g. to assess the full lifecycle planning associated with the capital program including subsequent benefits realisation, impacts on budgets, future maintenance and business plans;
 - h. to consider and make recommendations regarding the retirement and/or disposal of capital infrastructure, including land;
 - i. to appraise alternative options to developing University infrastructure assets, including long term leasing arrangements and make recommendations to the Planning and Strategy Group; and
 - j. to assess and make recommendations for long term and significant leases of space and infrastructure (the University as either leaser or lessee) for commercial or other use.

Status and Details

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